



**State of Louisiana**  
DIVISION OF ADMINISTRATION

**OFFICE OF STATE UNIFORM PAYROLL**

M. J. AMIKE® FOSTER, JR.  
GOVERNOR

MARK C. DRENNEN  
COMMISSIONER OF ADMINISTRATION

May 10, 2001

**OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2001-57**

TO: All ISIS HR Agencies

FROM: Ronald S. Mitchell  
Director

SUBJECT: "DIRECT DEPOSIT AND DIRECT PAYMENT WEEK 2001" (MAY 14-18)

The annual "Direct Deposit and Direct Payment Week 2001" sponsored by the American Payroll Association (APA) will be May 14 - 18, 2001. This week is nationally designated to increase awareness of Direct Deposit.

Direct Deposit is a **safe, confidential, convenient, fast and proven service** that is provided at no cost to the employee. The chance of having a problem with a check is 20 times greater than with Direct Deposit. If a problem does occur with Direct Deposit it is much easier to correct. It saves both employees and the state time and money.

Effective April 2000, the Division of Administration implemented a **Mandatory Direct Deposit Policy** for all ISIS/HR Paid state employees. Employees are required to join the direct deposit program, unless they have completed a Direct Deposit Waiver form and received approval from OSUP/Division of Administration.

Please make sure that all employees are aware of the Direct Deposit benefits and the Mandatory Direct Deposit Policy.

For more information on "Direct Deposit and Direct Payment Week 2001", visit the website located at <http://www.directdeposit.org>.

RSM/CAS:kmb